

Randolph County
Request for Proposals No. [1]
[7/8/08] Posting Date

Request for Proposals Notification

Project Location: *Randolph County*

Response Due Date and Time: *August 4, 2008 and no later than 9:00 a.m. local time*

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LoI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

Contact for Questions: *Thomas Shannon*
Randolph County Road Supervisor
325 S. Oak St.
Winchester, IN 47394
Tel: 765-584-5605
Fax: 765-584-6253

Submittal requirements:

1. Letter of Interest (required content and instructions follow)

Submit To: *Randolph County Commissioners*
c/o David Kelly, Randolph Co. Auditor
100 S. Main St., Room 102
Winchester, IN 47394

Selection Procedures:

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.

To be eligible for consideration, the lead consultant must be prequalified by INDOT.

Requirements for Letters of Interest (LoI)

A. General instructions for Preparing and Submitting a Letter of Interest (LoI)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to a total of twelve (12) 8 ½" x 11" pages. Ten(10) pages for Identification and Qualification and two (2) pages for the combined Key staff and Project Approach unless otherwise noted in the Project Description.
3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification and Qualifications

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub consultant (sample Affirmative Action Certification follows). A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can

be found at the Indiana Department of Transportation's (INDOT) website. (http://www.in.gov/dot/div/legal/DBE/dbe_list.xls).

- c. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project.

2. Key staff and Project approach

- a. List the Project Manager and other key staff members, including key sub consultant staff and include the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members that will be responsible for the work.
Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
- b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
- c. Provide a description of your Project Approach relative to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical understanding of the project or services, as related to your firm's qualifications.

Work item details:

Local Public Agency Name: *Randolph County, Indiana*

Project Location: *Randolph County*

INDOT District covering project: *Greenfield*

INDOT Des#: (if known) *0801083*

Project Phases Included: *[Phase I and II Bridge Inspection and 2 year interim re-inspections]*

Project Description: *County wide Bridge Inspection and two year Interim Re-inspection in accordance with federal guidelines.*

Estimated Construction Amount: *Not Applicable*

Funding: 80% Federal Funding involved and
20% Local funds

Term of Contract: *Phase I – January '09 to July '09*
Phase II – January '11 to July '11

DBE goal: *0 %*

Required Prequalification Categories: 14.1 Regular Bridge Inspections
14.3 Underwater Bridge Inspections
14.5 Bridge Load Capacity Rating and
Other Bridge Analysis/Testing

Project Engineer shall be a Registered Professional Engineer

Selection Rating for RFP: _____

Consultant Name: _____

Services Description: _____

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data.				
	Quality score for similar work from INDOT performance database.			6	
	Schedule score from INDOT performance database.			3	
	Responsiveness score from INDOT performance database.			1	
Capacity of Team to do Work	Evaluation of team's personnel and equipment to perform the project on time				
	Availability of more than adequate capacity that results in added value.	1		20	
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2		15	
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.				
	Demonstrated outstanding experience in similar type and complexity.	2		10	
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume'	0			
	Experience in different type or lower complexity.	-1			
Approach to Project	Project Understanding and Innovation that provides cost and/or time savings.				
	High level of understanding and viable innovative ideas proposed.	2		15	
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	Location of assigned staff office relative to project				
	Within 50 miles	1		5	
	51 to 150 miles	0			
	151 to 500 miles	-1			
	Greater than 500 miles	-2			
Weighted Sub-Total					

The scores assigned above represent my best judgment of the consultant's abilities for the rating categories.

Signature: _____ Title: _____

Date: _____